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UNITED STATES DEPARTMENT OF AGRICULTURE
FOREIGN AGRICULTURAL SERVICE
WASHINGTON 25, D. C.



FAS FIELD INSTRUCTION NO. 2
April 19, 1955

SUBJECT: Limiting Scope of Letters

It is a rather common practice of agricultural attaches to write about a variety of subjects in a single letter. This practice often causes considerable delay in preparing replies in view of the necessity of assigning parts of such letters to various branches within FAS and USDA for handling.

Therefore, it is requested that insofar as practicable, the attaché should limit the scope of letters to conform as nearly as possible to the organizational pattern of FAS. A carbon copy should be forwarded with the original letter. If the nature of the problem requires inclusion of two or more topics in the same letter, a copy should be attached for each of the additional topics discussed.

The following are examples of subjects that should be covered in separate communications:

- Personnel
- Travel
- Surplus disposal, P.L. 480, etc.
- Marketing
- Reporting
- Leave
- Fiscal matters
- Information and publication requests
- Procurement
- Housing

Distribution: List A

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